

NOTICE TO ARCHITECT/ ENGINEER FIRMS  
"REQUEST FOR QUALIFICATIONS"

**Architect/ Engineer services are required for Project No. 2014-080, Campus Master Plan update for Edmonds Community College; Lynnwood, Washington.**

Scope of Work

Provide review, analysis and update of current College Campus Master Plan for Edmonds Community College located at 20000 68th Ave. West, Lynnwood, WA 98036-5999.

Fees for services shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Work Building Projects. For A/E guidelines and fees see:

Guidelines:

<http://www.ofm.wa.gov/budget/instructions/capinst/aeguidelines.pdf>

Fees:

<http://www.ofm.wa.gov/budget/instructions/ae/ae fees.pdf>

Services shall be provided in accordance with the current Instructions for Architects and Engineers and the standard Division of Engineering and Architectural Services Agreement. For these instructions and to review the Conditions of the Agreement see:

Instructions for Architects and Engineers:

<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/InstructionAE.pdf>

Conditions of the Agreement:

<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EASCoA.pdf>

Firms will be considered for interviews based upon the following criteria, as indicated: (standard phase 1 criteria): Qualifications of Key Personnel; Previous Performance (See Compulsory Qualifications); Relevant Experience (See Compulsory Qualifications); Expressed Interest (See Desirable Qualifications); and Minority or Women owned Business Enterprise (MWBE) Outreach Plan.

**Compulsory Qualifications:**

Highlight experience and references from past clients in the following areas:

- Accurately estimating construction, renovation and repair costs and developing the funding resources necessary to deliver facilities that respond to the institution's Facilities Master Plan, Similar to what your firm may provide for Edmonds Community College.
- Developing an implementation schedule for delivering facilities in a manner that supports the College's Academic Plan Implementation Schedule.
- Indicate extent of any special expertise that your firm will bring to the Facilities Master Plan development process such as (but not limited to):
  - Knowledge of trends likely to impact Edmonds Community College.
  - Higher Education Facilities Planning expertise.
- Demonstrate your firm's methodology for developing a Facilities Master Plan that:
  - Clearly involves client participation at a high level.
  - Represents the need of the institution.
  - Methodology for working with a full range of client groups in a highly diverse, urban institution.
  - Planning for a broad range of future learning models.
- Provide a web link to 2 separate examples of the following:
  - Facilities Master Plan solutions that clearly illustrates the relationship of Institutional Strategic and Academic Plans to the Facilities Master plan. (How you get to the solution)

- Actual Facilities Master Plan examples showing how the Institution's Strategic and Academic Plans drive the Facilities Master plan. (And here's what it looks like when you do it correctly.)

Desirable Qualifications:

- Previous Washington Community College Campus experience.
- Proximity from firm office to Project Site Campus not exceeding 30 miles.

Submit 5 compact discs containing the following:

- A 12-page brochure in PDF format about your firm's capabilities. The brochure's format shall be 8-1/2" x 11" sheets (10 sheets printed front and back) plus printing on inside of front and back cover. Each brochure shall include:
  1. No more than 5 projects performed by your firm produced by the key people in your firm, who will be principally working on the project, illustrating success in the areas of expertise cited in the Compulsory Qualifications paragraph above.
  2. Federal form 330 showing the constituency of your firm to assist the Selection Board in evaluating qualifications. Form 330 size shall fit at normal typeface size within the page limit set forth above.
  3. MWBE Outreach plan indicating and detailing recruiting method(s). Provide examples of successful experiences integrating Minority and/ or Women owned Business Enterprises into the project design team.

To qualify for review, submittals are required to be delivered and receipt stamped by E&AS **prior to 4:00 PM on October 21, 2013**. Address submittals to:

Department of Enterprise Services  
Facilities Division, Engineering & Architectural Services Office  
PO Box 41476  
Olympia, WA, **98504-1476**  
Attention: Ms. Robyn Hofstad

Following an evaluation of these submittals, the consultant selection board will conduct interviews with firms deemed to be the most highly qualified for the required service. Firms will be notified on or about **October 31, 2013**. The interviews are tentatively scheduled for **November 6, 2013** and will be conducted at a location to be identified at Edmonds Community College's Lynnwood Campus.

Other:

For additional information, contact Lee Knawa, Project Manager, E&A Services at (360) 239-0672 or **Stephanie Teachman**, Associate Director of Facilities and Operations, Edmonds Community College at **(425) 640-1495**.

**Voluntary MWBE goals of 10% MBE and 6% WBE have been established for this project. A/E's may contact Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential sub-consultants or utilize self-identified MWBE firms.**

The State reserves the right to continue with the consultant selected or to select a new consultant for follow-on phases.

The State reserves the right to add unanticipated, but related work to this scope for the duration of this project.

The State of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.